



U . S . T R A D E A N D D E V E L O P M E N T A G E N C Y

September 11, 2019

MuckRock News
DEPT MR 73656
411A Highland Ave
Somerville, MA 02144-2516
Via email: 73656-02346184@requests.muckrock.com

Re: Freedom of Information Act (“FOIA”) request 2019-009:

Dear Ms. Best:

Thank you for your FOIA request to the U.S. Trade and Development Agency (“USTDA”), dated May 21, 2019, in which you asked for:

“ Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:*

- 1. The instruction to do so from the Agency, as well as any guidance from the senior leadership*
- 2. Documents discussing proposals and procedures*
- 3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office*
- 4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation*

** A copy of the agency's first perfected (successful) FOIA request*

** Copies of other FOIA requests filed before the FOIA request described above*

** Processing notes, search slips and response documents regarding the FOIA requests described above*

** The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests*

** A copy of the agency's first successful FOIA appeal*

** Copies of other FOIA appeals received by the agency before the appeal described above*

** Processing notes, search slips and response documents regarding the FOIA appeals described above*

** The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals”*

No responsive records were identified after reasonable searches were conducted by USTDA's FOIA office. USTDA was established as an independent agency in 1992, and its FOIA program may have been created even earlier at a time when the agency was still part of the U.S. Agency for International Development. Any documents that might be responsive to your

requests would be well beyond the required records retention timelines and would no longer be preserved.

There is no charge for processing this FOIA request. If you choose to appeal, please submit the appeal in writing, describing the issue and basis for the appeal, within 90 days from receipt of this letter. The appeal should include the tracking number and be addressed to: FOIA Appeal Authority, U.S. Trade and Development Agency, 1101 Wilson Blvd, Suite 1100, P.O. Box 12268, Arlington, VA 22209.

Additionally, you may seek dispute resolution services from the FOIA Public Liaison or the Office of Government Information Services. If you have any questions or would like to contact the FOIA Public Liaison, please e-mail foia@ustda.gov or call (703) 875-4357 and ask to speak with Ms. Helen Kasongo or myself.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Greg Braswell".

M. Greg Braswell
Assistant General Counsel